



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** November 25, 2015

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Norma Jean Sass *NJS*  
Deputy Superintendent, Education Services

**SUBJECT:** Process for Approving Seat Time Waivers for February 2015 Count

Section 101(9), of the State School Aid Act (MCL 388.1701[9]), permits the State Superintendent to waive the minimum number of hours and days of pupil instruction for Alternative Education programs or other innovative programs approved by the Michigan Department of Education (MDE). The State Superintendent will consider applications for Seat Time Waivers for second semester only, school year 2015-2016, grades 6-12.

**A waiver (by district or ISD) that was granted for the 2011-2012 fiscal year or a subsequent fiscal year remains in effect unless it is revoked by the Superintendent. Districts with such need not reapply, but will be responsible for all associated reporting.**

The parameters of the 2015-2016 Seat Time Waiver Program include:

1. Each public school district, public school academy (PSA), and intermediate school district (ISD) **must apply individually to the MDE for approval to run a Seat Time Waiver Program.** The Seat Time Waiver Application must be completed and submitted to the MDE along with any additional information requested by the Department. It should be noted that this is an optional program and carries additional requirements set forth in the 5-O-B guidance. Failure to comply with the 5-O-B guidance, including non-participation in program research and evaluation, may result in the termination of a district's entire Seat Time Waiver Program.

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- Districts seeking to operate Seat Time Waiver Programs during the spring semester of School Year 2015-2016 must apply to the MDE **no later than January 22, 2016**, to ensure approval of applications in time for the spring 2015 Full-Time Equivalency count day. A Seat Time Waiver that is approved for spring semester of 2015-2016 does not apply to any previous time period, but remains in effect into subsequent years unless revoked by the State Superintendent.
2. Districts may apply to operate any and all of three types of programs:
    - An ISD-led Seat Time Waiver Consortium Program  
(Each district must have local board approval as identified in the application.)
    - Individual district-designed and operated Seat Time Waiver Program
    - Blended Learning Option (Described in #4)
  3. Districts approved to operate a Seat Time Waiver Program may enroll **25 percent of their enrolled student population, grades 6-12**, in instructional programs that use online learning to deliver up to 100 percent of the pupil's instruction. It is recognized that districts may choose to utilize other means and methods for facilitating instruction, such as experiential and work-based learning. In these cases, districts must explain the unique approach in the individual implementation plans accompanying the district application.
  4. A district approved to operate a Blended Learning Option under its Seat Time Waiver Program may enroll **100 percent of its enrolled student population, grades 6-12, in blended instructional programs**. In this case, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction. The Blended Learning Option will allow districts to use online learning to deliver **up to 50 percent of the pupil's instruction**.
  5. An ISD-chartered PSA approved to operate a Seat Time Waiver Program may enroll **100 percent of its enrolled student population, grades 6-12, in blended instructional programs**. For the purposes of seat time waivers, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction. Enrollment in this type of waiver program is limited to **10 percent of the ISD region's combined grades 6-12 student population**. (Example: If an ISD services 10,000 students, then the ISD-PSA may enroll a total of 1,000 students in a blended model of instruction where the student attends a physical location once a week.)

\* In the case where the ISD has chartered multiple PSAs, the combined enrollment of ISD-PSAs under this provision cannot exceed 10 percent of the ISD region's combined grades 6-12 student population. The ISD shall determine which ISD-PSAs can enroll students in the program and how many students they may enroll. (Example: If an ISD services 10,000 students and has chartered two

ISD-PSAs, the two ISD-PSAs may enroll a combined total of 1,000 students in a blended model of instruction where the student attends a physical location once a week.)

Please send completed applications and materials (available at [www.techplan.org](http://www.techplan.org) under the heading of Seat Time Waivers) to [stwapp@michigan.gov](mailto:stwapp@michigan.gov) as attachments.

For additional questions, please contact the following MDE staff by email:

Brian Barber – [barberb2@michigan.gov](mailto:barberb2@michigan.gov)

Eric Lipinski – [lipinskie@michigan.gov](mailto:lipinskie@michigan.gov)

We highly recommend that you allow your ISD Pupil Accounting auditor to review any new programs to ensure that all 5-O-B requirements will be met.

cc: Michigan Education Alliance